

MINUTES OF THE SIXTH HUNDREDTH
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Via Microsoft Teams Meeting
and in the Board of Trustees Room
Z-203, La-Z-Boy Center
5:00 p.m., March 22, 2021

This meeting was conducted via Microsoft Teams

Present: Florence M. Buchanan, Lynette M. Dowler, Steve Hill, Krista K. Lambrix, Aaron N. Mason, and Mary Kay Thayer

Not Present: William T. Bruck

Also Present: Ijaz Ahmed, Scott Behrens, Jack Burns Jr., Kevin Cooper, Valerie Culler, AJ Fischer, Kelly Heinzerling, Rick Hubbert, Barry Kinsey, Paul Knollman, Brian Lay (Board Room), Kimberly Lindquist, Joshua Myers, Tina Pillarelli, Kojo Quartey, Ryan Rafko, Jim Ross, Joe Verkennes, Tracy Vogt, Suzanne Wetzell (Board Room), Quri Wygonik, Grace Yackee, and Penny Dorsey (recording secretary)

1. Chair Dowler called the meeting at 5:00 p.m. and took attendance as follows:

Present: Mary Kay Thayer – Home, Lambertville, MI; Aaron N. Mason – Home, Monroe Charter Township, MI; Steven Hill, Home, Dundee, MI; Florence M. Buchanan – Home, Monroe Charter Township; MI; Krista K. Lambrix – Home, Monroe, MI; Lynette Dowler – Home, Newport, MI

Not Present: William T. Bruck

2. There were no delegations present.

- B. 2. a. (1) 3. *It was moved by Trustee Thayer and supported by Trustee Hill that the following items on the Consent Agenda be approved as presented:*

B. 2. a. (1) Approval of the minutes of the regular meeting of February 22, 2021

B. 2. a. (2) Board Authorization for President to Execute a Continuing Faculty Contract to Administrator – Ahmed

B. 2. a. (3) Board Authorization for President to Execute a Continuing Faculty Contract to Administrator– Heinzerling

B. 2. a. (4) Board Authorization for President to Execute a Third-year Probationary Administrative Contract Contract - Torbet

B. 2. a. (5) Resolution to Set College Millage Levy for 2021-22

The Board approved that the following resolution to set the College millage levy for the 2021-22 fiscal year be adopted subject to Headlee rollback provisions

Operating 2.1794 mills

Facilities/Infrastructure .85 mills

THEREFORE BE IT RESOLVED, that the clerks of the cities and townships of Monroe County be given written notice of this action. Each clerk shall be requested to forward such notice to the appropriate assessing officers of the cities and townships.

BE IT FURTHER RESOLVED, that taxes to be raised against property within any city, any portion of which lies within the community college district boundaries, may be levied and collected in the same manner and at the same time as the city taxes.”

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steve Hill, Florence M. Buchanan, Krista K. Lambrix, and Lynette M. Dowler
No [0] None

The motion carried unanimously.

4. New Business

- B. 4. a. (1) 4. It was moved by Ms. Thayer and supported by Mr. Mason *that the following resolution of Commendation for Mr. Benjamin Capaul be adopted:*

WHEREAS, Benjamin “Benny” David Capaul earned his associate of science degree from Monroe County Community College in 2011, where his great grandfather, Norman C. Capaul, was a member of the original board of trustees, and

WHEREAS, Mr. Capaul continued his education and earned a bachelor’s degree in mortuary science from Wayne State University in 2013, completing clinical training at Pawlak Funeral Home in Temperance in 2011-12 and Stark Funeral Home in Ypsilanti 2013, and

WHEREAS, he is a fourth-generation funeral director and a stockholder, director and attendant with Capaul Funeral Home in Ida, where he has served since 2004, and

WHEREAS, Mr. Capaul has made numerous clinical presentations over the years to local organizations, students and professional associations on topics such as career opportunities, death and how to help grieving children, as well as had his articles published in professional trade journals, and

WHEREAS, he has served the community as a board member for Gabby’s Ladder since 2019 and a member of the Ida Civic Club since 2012, and

WHEREAS, in 2021, Mr. Capaul was elected to the board of directors of the Michigan Funeral Directors Association, a professional organization serving 1,200 funeral directors and 500 funeral homes statewide and two-thirds of all mortuary science establishments in Michigan, and has served on numerous association boards over the years, and

WHEREAS, he is a founding member of the Michigan Funeral Directors Association’s Leadership Academy and Recently Licensed and Young Funeral Professionals group, and

WHEREAS, he is a man of great character and integrity who exemplifies the best of Monroe County Community College.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes and congratulates Benjamin “Benny” David Capaul on his accomplishments and accolades, and

THAT IT FURTHER BE RESOLVED, that the Board of Trustees honor him with the 2021 Monroe County Community College Alumnus of the Year Award and expresses its sincere gratitude and appreciation on this Monday, March 22, 2021.”

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steve Hill, Florence M. Buchanan, Krista K. Lambrix, and Lynette M. Dowler
No [0] None

The motion carried unanimously.

- B. 4. a. (2) 5. *It was moved by Mr. Hill and supported by Ms. Buchanan that Policy 2.25, Vacations; Policy 8.17, Vacations; and Policy 12.12, Vacations, be approved as presented.*

Suzanne Wetzel, Vice President of Administration/Treasurer, explained that the Board approved a change to these policies in 2005 to extend the amount of time employees could carry over vacation days until the end of August. The administration is proposing that the date be move back so it aligns with the end of the fiscal year. The current policy presents issues with tracking both for employees and for the District. The proposed changes require employees to take their vacation before the

end of the fiscal year. These policies cover administrators, support staff, and professional staff. This policy is in the maintenance contract as well, but that changes would have to be negotiated in the next contract.

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steve Hill, Florence M. Buchanan, Krista K. Lambrix, and Lynette M. Dowler
 No [0] None

The motion carried unanimously.

- B. 4. a. (3) 6. *It was moved by Mr. Mason and supported by Ms. Thayer the Board approve a 2 percent tuition increase across all categories and that Policy 3.05, Tuition and Fees, be revised as follows, effective Fall 2021:*

<u>Tuition</u>	<u>Beginning Fall 2020</u>	<u>Beginning Fall 2021</u>
*Resident (per billable contact hour)	\$114.50	\$ 116.75
Non-Resident (per billable contact hour)	\$203.50	\$ 207.50
Out of State/International (per billable contact hour)	\$226.00	\$ 231.00
Non-Resident Student Apprentices (per billable contact hour)	Resident Rate	Resident Rate
Non-Credit Instruction, including Continuing Education Units (C.E.U. 's)	Rates vary	Rates vary

Miscellaneous Fees

Technology Fee (per billable contact hour).....	\$25.00
Registration (per student for each semester registering)	\$40.00
Graduation – Expenses Cap, Gown, Tassel Cost	Varies
Laboratory Fees	Fees vary according to the class
Special Fees (Required costs for specific materials, rentals, testing, etc.)Fees vary according to the class/program	
Transcript, per copy.....	\$ 5.00
Credit by Exam Fee (Non-refundable) – 1 contact hour	\$35.00
2 or more contact hours	\$70.00.

Chair Dowler commented that Ms. Wetzel had presented a robust preliminary presentation on tuition at the March 22, 2021 regular meeting of the Board of Trustees meeting, at which the Trustees were encouraged to submit further questions to Ms. Wetzel, relative to the consideration of tuition and fees. Ms. Dowler thanked Ms. Wetzel for her thorough responses to those questions, and for getting them to the Board in a timely manner. the Board has reviewed all the documentation that was submitted. Chair Dowler invited the Board to engage in further discussion of any concerns or comments on the information Ms. Wetzel provided to them.

Mr. Mason commented that he zeroed in on inflation numbers that we are expected to experience this year (about 2.25 percent). He is concerned about not increasing tuition and fees to something comparable to at least that inflationary figure. This rate could very well increase by September. We have experience d a very low inflation rate for some time and that is not normal for extended periods of time. Mr. Mason is inclined to increase tuition to something closer to the expected inflation rate.

Dr. Quartey added that no one is exempted from the pressures of inflation. It impacts everyone, both the College and its students. Tuition is the price that students pay to attend the institution. The only factor that the College can control in terms of revenue sources is the tuition rate. The millage, state appropriations and taxes are externally determined. In terms of revenues the only area the College can directly impact is tuition. MCCC students have benefitted so much from the CARES and CRSSA money and additional funds that are coming in. None of the funds coming in go towards increasing salaries or anything else. It all goes towards supporting students.

Ms. Buchanan expressed her concerns regarding the optics of increasing tuition during a pandemic. She suggested the College consider holding off for no and

planning to catch up during next year's budget. She is not in favor of a tuition increase at this time.

Mr. Hill is not sure the money raised through increased tuition would balance out with the number of students who might leave due to an increase. He also believes it is a poor optic to raise tuition during a pandemic. He understands the need for income, but most of the College's income comes from taxes and the College is going to have to be competitive with its pricing for the middle college. He is not in favor of increasing tuition right now, but suggests the College make plan to catch up at a later date.

Ms. Thayer pointed out she has historically been against tuition increases; however, she is leaning toward a 2 percent increase. In the past, the legislature has not enacted that piece of the proposal. They sometimes do hold universities accountable but community colleges are usually held harmless in that regard. If it were to happen, the maximum increase would be 4.2 percent and

Mr. Mason asked for clarification on the tuition restriction requirements that are packaged with state programs like MI Reconnect. Ms. Wetzel explained that the restraint component is annual. The Governor's proposed tuition increase ceiling is 4.2 percent and the accompanying restraint is for one year.

Ms. Thayer added that the other problem with tuition restraint is that if it does not hit the College is that if we do not have an increase this year and we are hit with a tuition restraint next year, the College cannot make it up and will be even further behind. Ms. Thayer is leaning toward a 2 percent increase.

Ms. Wetzel gave the Board a brief update on what other community colleges in the state are doing with their tuition. Last week, Muskegon Community College voted for a 0 percent increase in tuition. To date, none of the colleges have acted yet, but discussions indicate that the majority of colleges are considering a 2-3 percent increase because of inflation and the expected effects of tuition restraint from the state next year. When looking at low tuition rate like MCCC's, and do not take the minimal increases, and then receive a tuition restraint from the state, you cannot make up what is lost. A 2 percent increase is about \$2.50 for the MCCC.

Ms. Dowler noted that there were billions of dollars pouring into the states from a CARES ACT III perspective. Those billions of dollars will ultimately have an impact on inflation and on the cost of goods and services. Ms. Dowler thinks about that as a pressure upon cost and as a really beautiful recovery for us as a state and a nation. Ms. Dowler stated that she is not an advocate of raising tuition; however, she harkens back to about four or five years ago when the College was considering having to take a step change in tuition because it had not had an increase for some time. Based on the data available to her, Ms. Dowler is leaning toward a 2- 2.5 percent tuition increase.

Ms. Wetzel pointed out some work submitted by AJ Fischer, Director of Financial Services, in response to question 6 regarding how much funding is provided in support of student tuition and scholarship. When you look at it in terms of tuition and fee revenues being about \$6.7 million, once you take out all the support through scholarships, Pell, SEOG, apprenticeships, the out of pocket for all students in a year is about 1.7 million dollars. When divided by MCCC's unduplicated headcount, on average a student is paying about \$743 for a full year of college. MCCC really does provide outstanding education at a tremendously affordable price when you calculate all of the other variable into the cost. When comparing current tuition rates of all the state's community colleges, MCCC is almost exactly at the mid-range of what colleges are charging. Washtenaw charges by the credit hour and their in-district rate is \$95 per credit hour, Schoolcraft charges \$123, Jackson charges \$163, and Henry Ford charges \$101.50. These are in-district rates. Monroe County student would pay out-of-district rates. Most of MCCC's students are in-district (80-85 percent) and pay the lower rates. Some of these other colleges have mostly out of district students who are paying the highest rates.

President Quartey stated that Washtenaw Community College (WCC) has one of the lowest tuition rates in the state. They are almost directly across the street from Eastern Michigan University (EMU) and very close to the University of Michigan U of M) and take advantage of those relationships in the sense that EMU and U of M

have a large number of international students who attend there at approximately \$300 per credit hour and then they find out they can go across the street and pick up classes at a much lower rate even if they do have to pay out-of-district rates. MCCC does not have that advantage.

Ms. Wetzel added that for those community colleges in Michigan that charge by the contact hour, the average state average tuition rate is \$125.16 and MCCC is at \$114.50, which is well below the average. When looking at colleges that charge by the credit hour (there are seven), the average rate is \$111.19. Tuition at Owens Community College for in-district students is \$173.00 per credit hour, and the out-of-district rate is \$346.00. Ms. Wetzel showed the Board a Tuition Scenario Chart showing what tuition equate to in terms of various percentage increases. The first recommendation is a 2.14 percent increase and the second is a 2.35 percent increase.

Trustee Lambrix commented that she is in charge of an inpatient unit and a surgical unit at ProMedica. She is engaged with patients, families, constituents, and staff who have been devastated financially and personally. Ms. Lambrix struggles with the optics of raising tuition whatsoever. Not raising tuition says that MCCC is cognizant of the people in the community. Dr. Quartey mentioned that most of the money from the CARES funds were passed onto the students. Even The Foundation at MCCC revamped its fundraising strategies to remove barriers to students. CARES funds, CRSSA funds, and the new RPA funds are going to students to support them during these difficult times. The College community is cognizant of what is happening, and is putting more money into students' pockets so that they can survive during these challenging times. None of those funds are for the institution they are to support our students. The other point, in 2019 the District removed the fee for online classes (\$75 per course). That alone put \$600,000 dollars back into students' pockets both in 2019 and in 2020.

Ms. Lambrix commented that she currently has a gentleman that works for her as a nurse aid in her unit who lives in Toledo and want to enroll in MCC Respiratory Therapy program, but cannot afford to pay out-of-state rates. She there was something the College does for people who live outside the county but work in the county. Dr. Quartey proposed the Board Chair consider appointing a committee to look into in-county rates for out of county residents and other tuition discounts. He mentioned that he and Trustee Mason met with the superintendents a couple of years ago and in-county rates for out of county tuition was one of the concerns that came up. Perhaps a Board committee could revisit that and then come up with some recommendations. Trustee Buchanan said that in the fall before the pandemic, the community was very generous with the millage renewal. She does not believe it is a good time for a tuition increase and suggested the College might be creative and focus on how to increase enrollment to increase income, rather than raising tuition.

Ms. Wetzel called on Tracy Vogt, Registrar to answer the in-county rate for out-or-county resident. Ms. Vogt explained that the College does not give tuition discounts to people who work in the county unless their employer, who is located in Monroe County, pays for it. This has been MCCC's protocol for more than 26 years.

A roll call vote was taken as follows:

Yes [4] Mary Kay Thayer, Aaron N. Mason, Steve Hill,
Lynette M. Dowler

No [2] Florence M. Buchanan, Krista K. Lambrix

The motion carried four to two.

Ms. Dowler thanked Ms. Lambrix for pushing the discussion to go deeper. She went on to say that relative to out-of-county students who work in-county she would like the to take that as an action item for the Trustees to evaluate and bring back a recommendation. Ms. Dowler asked Ms. Wetzel that if the Board recommended any kind of change relative to out-of-county students who work in-county by the next Board meeting, if the College would be able to incorporate that in the fall semester. Ms. Wetzel responded "yes,;" but said that if students register before the change in tuition the College may have to issue refunds. Fall registration opens on April 12th.

Ms. Wetzel also suggested the Board get a legal opinion about the Community College Act so that they are sure, in terms of the Board's authority, on how the Board can set tuition rates. There is specific language that speaks to the Board's rights in this regard in terms of establishing and collecting tuition and fees for residents and

non-residents. The Act also states that a waiver of tuition shall not be granted except 1) the Board of trustees may waive tuition for a student participating in a reciprocal agreement or exchange of educational services of the agreement is approved by the state board of education and; 2) the Board of Trustees may waive tuition for a student who meets the requirements of the board and is sixty years of age or older. Ms. Wetzel is willing assist the committee with obtaining a legal opinion. It is important that the Board understand its authority in terms of establishing different rate scenarios.

Chair Dowler appointed a committee to evaluate for the record, students who live out-of-county but work in-county for consideration of having in-county tuition rates.

Special Tuition Evaluation Committee

Lynette M. Dowler
Krista K Lambrix

Ms. Dowler requested that Ms. Wetzel prepare any data the committee might want to look at, such as how many out-of-county students MCCC may have who work in-county. She would also like to know how many students are receiving in-county tuition if their employer is in-county. Dr. Quartey mentioned that the meeting he and Mr. Mason were in with the superintendents became quite heated, so Mr. Mason might have a perspective on that.

- B. 4. a. (4) 7. *It was moved by Ms. Thayer and supported by Mr. Hill that Policy 3.12, General Requirements for College Courses be approved as presented.*

Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, explained that the purpose of the changes to this policy is to allow the College to be able to do things that does not actively right now, such as auto-graduation, reverse transfer. When a student leaves MCCC to go to a two –year institution, if they do not complete the application process they do not earn their degree at MCCC. Dr. Behrens would like to put into place procedures that allow the College to provide those degrees to those students. Thanks to Dr. Culler, Director of Financial Aid, the College just signed an agreement with EMU that allows for greater reverse transfer, and to get information back from four-year schools in order to allow our students to obtain their associates degrees. He also wants to ensure that a student would also have the option to opt out of the degree if they have an intention to come back and get a different degree, to make sure they maintain their eligibility for funding. This policy would be retroactive and allow the College to go back into its databases, find those students, and then send them their degrees.

Dr. Quartey gave the example or how Governor Snyder was able to get his degree from Kellogg Community College after they realized he had earned enough credits for an associate degree. Once they determined this they sent his degree to him. This was done quite a few years retroactively. Dr. Behrens stated that this could be set up in the system to process automatically.

A roll call vote was taken as follows:

Yes [5] Mary Kay Thayer, Steve Hill, Florence M. Buchanan,
Krista K. Lambrix, and Lynette M. Dowler

No [0] None

Abstain [1] Aaron N. Mason,

The motion carried.

- B. 4. a. (5) 8. *It was moved by Ms. Thayer and supported by Ms. Lambrix that the Board adopt the following resolution of support for the Monroe County Regional Enhancement Millage Renewal Proposal.*

WHEREAS, the Monroe County Intermediate School District has a County Wide Technology Millage Renewal proposal on the May 4, 2021 ballot, and

WHEREAS, if passed, this millage will be distributed to local public school districts, New Bedford Academy, Triumph Academy and the Monroe County ISD based on a per pupil membership count, and

WHEREAS, this millage is designated solely for educational technology and related expenses; such as computer hardware and software, equipment, distance learning connections, teleconference, professional development for educators, technology integration and collaborative learning experiences, and

WHEREAS, Monroe County Community College recognizes that this educational technology offered to the students of Monroe County, is important to the betterment of the education of our children and the enhancement of our community, which will, in turn, attract people to live, learn, and move here.

NOW, THEREFORE, BE IT RESOLVED, that Monroe County Community College supports this Educational Technology Millage Renewal proposal and encourages the citizens of Monroe County to vote in the upcoming May 4th, 2021 election.

IN WITNESS WHEREOF, the undersigned Board members of Monroe County Community College have executed this Resolution this 22nd day of March in Monroe, Michigan.

Dr. Quartey commented that the ISD has a millage renewal request on the May 5th ballot this year. MCCC supported this millage 5 years ago. The millage is a renewal with no additional taxes and it benefits all of the schools in the county. He requested that the Board support this millage. Ms. Dowler noted that in today's world technology has never been more critical.

A roll call vote was taken as follows:

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steve Hill, Florence M. Buchanan, Krista K. Lambrix, and Lynette M. Dowler
No [0] None

The motion carried unanimously.

- B. 4. a. (6) 9. *It was moved by Ms. Dowler and supported by Mr. Mason that the Monroe County Community College Board of Trustees hereby authorizes Mary Kay Thayer to serve in a voluntary role as Michigan's Coordinator to the Association of Community College Trustees.*

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steve Hill, Florence M. Buchanan, Krista K. Lambrix, and Lynette M. Dowler
No [0] None

The motion carried unanimously.

- B. 4. a. (7) 10. It was moved by Mr. Mason and supported by Ms. Buchanan that Policy 2.01, Administrative Organizational Chart be approved as presented.

Linda Torbet, Director of Human Resources, explained that anything in red type is a change or a shift. The Vice President of Enrollment Management and Student Success is a title change (previously Vice President of Student and Information Services). The Information Service portion was relocated under the Vice President of Administration. The Director of Upward Bound is a reporting change. The Director of the Whitman Center and the Director of the Library now report to the Vice President of Instruction. There was also a promotion in Dr. Yackee's department for Quri Wygonik, Coordinator of Institutional, Research, Evaluation and Assessment, now the Director of Institutional Research, Planning and Accreditation.

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steve Hill, Florence M. Buchanan, Krista K. Lambrix, and Lynette M. Dowler
No [0] None

The motion carried unanimously.

- C. 3. a. (1) 11. President Quartey reported the following transfer, administrative contract renewals, continuing faculty contracts for administrators, and probationary contract for administrator.

Transfer:

Erika Hunt, Administrative Assistant to the Dean of Business, effective March 8, 2021 (replacing Lisa Schendel and moving from Administrative Assistant to the Director of Human Resources).

Administrative Contract Renewals: (effective 7/1/2021-6/30/2022)

Ijaz Ahmed, Director of Respiratory Therapy
Kelly Heinzerling, Director of Purchasing and Auxiliary Services

Continuing Faculty Contract for Administrators: (effective 7/1/2021)

Ijaz Ahmed, Director of Respiratory Therapy
Kelly Heinzerling, Director of Purchasing and Auxiliary Services

3rd Year Probationary Contracts for Administrators: (effective 7/1/2021-6/30/2022)

Linda Torbet, Director of Human Resources

- C. 3. a. (2) 12. The Board received a Statement of General Fund Revenues and Expenses for the period ending February 22, 2021.

Suzanne Wetzel, Vice President of Administration/Treasurer, gave the Board highlight from the statement. This week the Administration office will be making the HVAC payment (\$718,059). Work continues on 2021-2022 budget. Aras have submitted their budget and the Vice President are reviewing them and will begin meeting this on Thursday to start their group review of the budget requests. Work continues on many projects on campus. Coming soon is a major renovation to the Campbell Learning Resource Center. Bids for construction are planned to go out at the end of this month or early next month. As soon as the winter semester ends, Jack Burns, Director of Planning and Facilities, and his team will begin relocating people to other buildings. The project will take a full year to complete. The instructional area is working on rooms for classes. The Campbell building is considered one of the workhorses in terms of classrooms.

The salt barns and maintenance building will go out for bid within the next month or so. A large task force continues work on the Diversity and Equity Center. They are working with an architect and will be in meeting again soon. The CARES Act reporting is posted on website and is available to public as well.

- C. 3. a. (3) 13. Dr. Scott Behrens gave the Board an update on changes to Procedure 3.09, Withdrawal from College Course and; Procedure 3.10, Statement on Academic Dishonesty.

Scott Behrens, Vice President of Enrollment Management and Student Success, reported that he first procedure first one is a withdrawal from courses change. This is a simple change in which the College is requiring students before they withdraw from classes to communicate with their instructor(s) and to drop off the form at the Registrars office. Present procedure is that student may simply may withdraw from classes by going online and clicking a button. The problem with that is that they have not had the necessary conversations to see if they can get help and complete the course. The other issue is that when student drop a course it can adversely affect their financial aid. This is a huge change to help students and make sure they are having the conversations they need to stay eligible and to stay on school and receive their financial aid. 10 percent of all grades were withdrawals, which is more than the number of students who actually failed. Dr. Behrens and his team want to take some these withdrawals and turn them into completions. Dr. Quartey explained that this is an additional step to ensure that there is some intervention to save these students and to ensure their success.

Dr. Behrens updated the board on revisions to Procedure 3.10(a) Academic Dishonesty Statement. After reviewing the current procedure the team wanted to develop a procedure that fostered a “learning opportunity.” They also wanted to make sure they were correcting monitoring issues and that issues were being reported accurately and monitored so that they noticed if a student was a repeat offender who needed to be looked at more closely. The other problem with the past policy was an issue with double jeopardy. The rewritten procedure cleans that up. It much more

friendly, no one is judged through Dr. Behrens' office the first step is basically an arbitration rather than a judgment process. The new procedure is a much kinder way of dealing with academic dishonesty. The final step is a debriefing with Dr. Behrens so that if the student is found guilty, Dr. Behrens and the student can discuss what needs to be changed moving forward.

Ms. Buchanan inquired as to how often a student is found to be dishonest. Dr. Behrens has seen very few cases (4) since he has been at MCCC. Dr. Behrens gave credit for the work to Tracy Giacomini, Associate Professor of Nursing and Michelle Schwartz, Assistant Professor of Nursing.

- C. 3. a. (4) 14. Quri Wygonik, Director of Institutional Research, Panning and Accreditation, presented the Fall 2020 results of a survey that the College first enrolled in in Fall 2018 and reenrolled in for Fall 2020. The survey is Revealing Institutional Strengths and Challenges or RISC Survey. The College contracts out through a Southern University. RISC is a validated tool that includes benchmarking capabilities and it allows the College to evidence how it compares to other similar community colleges.

Dr. Wygonik explained that the survey focuses on five areas of challenges for students, academic support services, personal finances and financial aid environment, success in coursework, and work and personal issues. Additionally, the survey company allows colleges to submit five high traffic communication offices to them to assess students' interactions with staff.

The fall 2020 response rate was 13.5 percent (about 356 responses). That is a 2 percent increase from Fall 2018, which is a competitive response rate for surveys at MCCC. This fall, MCCC benchmarked against 24 other community colleges that were similar to MCCC.

Dr. Wygonik reported on MCCC's respondent demographics. Predominantly female white Caucasian females responded to the survey. There was a shift in the percent from Fall 2018 to 2020 in age for students who were 18 years and younger. This tells us we have overrepresentation of dual enrolled students at 32 percent. The data shows a proportional change among the students who fell within the 19-14 years category. We see a 50/50 split of part-time/full-time status, and the majority of students sitting at 1-15 and 16-29 credits at the time they completed the survey.

Dr. Wygonik discussed the ranking of self-reported challenges from the students who reported. Anything in red is not desirable and represents an increase in percent challenge expressed by our students from Fall 2018 to Fall 2020. Anything in green represents a decrease in percent challenge. In the far right column, the asterisk indicates a statistically significant difference from the benchmarking cohort. The top rated challenge was "Success in Courses" among MCCC students at 67 percent. This was a 22 percent increase from 2018. "Work on Personal Issues" ranked second, followed by "Finances and Financial Aid." MCCC is actually improving its "Academic Support Services" and "Campus Environment." We see decreased challenges and statistically significant increases in how we benchmarked against other colleges.

Dr. Wygonik mentioned that tonight's PowerPoint is a much more abbreviated version of the survey. If the Trustees would like access to specific line items such as the actual data report, or to the full presentation, Ms. Dorsey or President Quartey can access the data from the website or request it from Dr. Wygonik.

Dr. Wygonik presented a list of students' challenges with success in courses. Sixty-four percent of students say that they have challenges with the online course environment. This number is up 36 percent from fall 2018, which is likely because more students are taking online courses due to the COVID-19 environment. The full presentation shows that students are most often citing communicating with faculty as an issue. This brings us back to Dr. Behrens presentation on the revised Policy 3.09, Withdrawal from College Courses and ensuring that students discuss their withdrawal with their instructor before taking action. Faculty and students really do need more opportunity to communicate and discuss challenges. Challenges with faculty has increased slightly from 2018 to 2020, and again, this is likely because of the change in modality as students are citing communications with faculty within the online environment, specifically in Fall 2020.

The percentage of students' challenges with Developmental Courses remains steady, although MCCC is benchmarking lower than other colleges. Students' challenges in accomplishing college-level work has increased slightly; however, MCCC are benchmarking right with the rest of the colleges.

The next greatest challenge for student is navigating their work and personal issues. Forty-two percent of students (an increase of 10 percent from 2018) are reporting challenges with work and managing that relationship. The data implies that this is a retention factor. MCCC may be losing students due to their difficulties balancing work obligations with economic obligations. If we have not lost them already, they may be considering leaving. Students' navigating challenges around family and friends has increased to 39 percent (11 percent increase from Fall 2018). Twenty-six percent of students cited challenges with mental health issues in 2020, which is also up 11 percent from Fall 2018. The administration is aware of this and has built a mental health component into the strategic plan.

When looking at challenges with finances and financial aid, 29 percent of students reported problems paying expenses in 2020. MCCC is doing better than its cohort colleges in that sample. The Financial Aid Office continues to do well and increased their performance. Students are having pleasant experiences navigating financial aid.

Dr. Wygonik reported improvements in the challenges students faced with registering for courses and fewer students are reporting challenges with academic advising as well. The data shows that students need more math tutoring and services related to math. The increased challenges reported for the computer and science labs may have to do with students not having access to those services due to COVID-19 environment. When looking at challenges students face with the campus, it is no surprise to see a -22 percent decrease in challenges with parking as there are less students using the campus, and a 3 percent increase in challenges with students interacting with other students, as they do not feel as connected. Again these are likely result of the COVID-19 environment.

Dr. Wygonik transitioned to the high traffic offices results, noting that the color-coding is reversed for this area and increased satisfaction is desirable. Unique to this administrative year is that MCCC has some benchmarking data, which means other colleges submitted the same office. "Student Use of Campus Offices," shows 70 percent use of the Bookstore, 41 percent use of the Admissions Office, 37 percent use of the Financial Aid Office, 15 percent use of the Library, and 20 percent use of the Student Success Center. In the next chart, the second column indicates how students perceive staff availability, how satisfied they are with the concern of staff show, and how satisfied they are with the effectiveness of the staff dealing with their issues for each of the perspective offices. We see a lot of red, but one has to consider the amount of change in these percentages, which can be seen in the larger percentage that can be obtained through the president's office. The data does not indicate an overwhelming decrease in students' ratings here. Dr. Wygonik attributes this to reduced interaction in a COVID-19 environment. If students are saying they are less satisfied with their interactions with the Library it is likely due to they were not given an option to say not applicable when they did not highly interact with that area. The Financial Aid office is doing 12 percent better in staff availability, 13 percent better in staff concerns and staff effectiveness. The data also indicates gains in the Bookstore and in the Admissions Office as well.

The next graphic shows students' perceived value of education at MCCC as indicated by the black bar (MCCC) and the gray bracket (the benchmarking cohort). The first set shows the likelihood that students would recommend MCCC to a friend. There is no statistically significant difference here, but MCCC is rating higher than its cohort colleges overall. Looking at the overall value of education that students feel they receive, there is a statistically significant difference in terms of students feeling more satisfied and finding more value in their education at MCCC as compared to the results of the 24 cohort colleges.

Dr. Wygonik discussed the percentages of students that self-categorized themselves into three descriptions of their purpose or goal at the College. Fifty-seven percent of students indicated they are at MCCC to prepare for a four-year degree and 37 percent of those students feel that MCCC is doing well in that area. MCCC is negatively benchmarking here which could be due to benchmarking against other colleges that are more occupationally driven who have less opportunity for transfer. The take away

from this is MCCC needs to really focus on personal goal attainment as a priority. Dr. Behrens has made this the overarching goal of his area.

Dr. Wygonik went over some high-level questions that were asked outside of the benchmark. Overall, we know that students want success coaches. They want navigation with a counselor. MCCC has some grant opportunities allow it to do those things for specific concentrations but students want this across the board. Work obligations could be a factor of which to be mindful. Almost half of the respondents in the sample indicated they were first generation college students, and there are challenges associated with that status. Overall students are feeling prepared to take college-level courses and the majority of the students in the sample are preparing for class at least six hours or more a week. In terms of challenges related to the change in modality, over half the respondents are having difficulty adjusting from face-to face to virtual learning. Predominantly, students are having difficulties understanding material in a virtual format. Finally, communication is key and students want communication with their instructors in a virtual environment.

Trustee Buchanan commended Dr. Wygonik on her excellent report. Going back to slide one with the demographic information, she asked if Dr. Wygonik could drill down to the data for African American students. Dr. Wygonik commented that the College has had a hyper focus on that information. She has access to disaggregation data from this company; however, it is not in a user-friendly format based on the tools she has available to her at the College. She stated that she could pull strings with that company and see if she can get some disaggregation because that would be of interest. Ms. Buchanan expressed her concern because for some of these students this may be the first time they have entered an environment like this and she would like to see how they are answering their questions and make sure they are being addressed.

- C. 3. a. 5) 15. President Quartey reviewed his goals and measurable objectives for 2021.

Dr. Quartey noted that this was for review purposes at this point. He thanked Trustee Buchanan for working with him to make sure his goals were measurable. There are three primary areas to the document with 10 goals. The first institutional goal is “Student Access and Success.” The first goal in this area is to increase improve student recruitment (1 percent increase in enrollment), retention (2% increase), and completion (1 percent increase). Dr. Quartey stated that there are two words that encapsulate everything we do here, student success. Completion is key. One percent may not seem like much but it is significant.

The second goal in this area is to create a minimum of two programs/activities that facilitate student retention and completion such as weekend courses, Boot camps, online delivery options, and late start classes. A focus on program delivery will also leverage the Whitman Center to ensure its improved viability. Dr. Quartey will work closely with Vice Presidents Yackee and Behrens on these goals.

President Quartey discussed his next institutional goal “Relevant and Innovative Education,” The first goal is to work closely with local and regional partnerships to create a minimum of four experiential partnerships. Dr. Quartey announced that the College would be hiring an Internship Experiential Learning Coordinator. The plan is to have all of this in place by 2022. This would involve hiring and restructuring as necessary and creating additional partnerships with schools and the business community. On Wednesday Dr. Quartey and Dr. Behrens are meeting with the high school superintendents. Dr. Quartey and Dr. Behrens need to ensure that the relationships with high schools are what they should be. Dr. Yackee will also work with them on this goal.

The next goal involves entrepreneurship and is tied in with the Makerspace and the new Entrepreneurship and Innovation Center, and will include additional local and regional partnerships. Dr. Quartey’s is to ensure that the College is leveraging those spaces and moving everything forward as far as entrepreneurship and innovation are concerned. Again, Dr. Quartey will work closely with Vice Presidents Yackee and Behrens. Dr. Quartey will work closely with Dr. Yackee Barry Kinsey, Director of Workforce Development, and with the Business Division.

Dr. Quartey will work closely with Vice President Wetzel and Vice President Behrens on his next goal to ensure that the funding received from stimulus funds are distributed to students to ensure maximum access and success.

President Quartey will work closely with The Foundation and the Grants Office to raise a minimum of \$1 million through The Foundation, grants, and other sources. Dr. Joshua Myers, Executive Director of The Foundation, and Cajie D’Cunha, Grant Writer, will work closely with him on these projects.

The third Institution is “Student Focused Environment,” which is what MCCC is all about. He will work with finance and physical facilities offices to ensure that 100 percent of the millage money is being utilized as indicated during the campaign and ensure that adequate funds are set aside for maintenance, replacement, and the HVAC payment. He will work primarily with Vice President Wetzel on this project.

The next goal involves opportunities in Human Resources to ensure that we have better collaboration, civility, and smooth functioning of the organization. Linda Torbet, Director of Human Resources and all of President Quartey’s direct reports will be involved in these projects.

The ninth goal is working with every one of the stakeholders to develop a comprehensive Diversity, Equity, and Inclusion Plan by June 2021. The College is working with a firm that is helping with the plan. All reports will be involved with that. The final goal is to ensure the completion of all portions of the strategic plan by July 2021.

Dr. Quartey reminded the Trustees that this document was for them to review and let Dr. Quartey if there are any changes you would like to see, please let Dr. Quartey know. Trustee Lambrix asked about offering more remote classes and opportunities under goal number one, specifically about mental health services and when she can expect to hear more. Dr. Quartey indicated that those services are part of the Enrollment Management Plan, which is on his desk now for review. The intention is to perhaps hire someone on a part-time basis to provide mental health services to MCCC students. The College will also be working with the Monroe County Mental Health Authority. Ms. Lambrix also asked when she could expect to hear about the Whitman Center. Dr. Quartey state that news on the Whitman Center will becoming soon. Part of the plan will include a Criminal Justice Academy. President Quartey is working with Dr. Yackee and Dan Wood, Assistant Professor of Criminal Justice. Setting aside funds from budget to further develop that plan and move forward. Trustee Buchanan asked if any of the American Rescue Plan (ARP) money could be allocated to mental health services for students. Dr. Quartey deferred the question to Dr. Behrens and Dr. Culler. Dr. Behrens does not yet have that information but has submitted a pre-grant with a corporation to provide mental health services to our students for three years. The pre-grant was submitted in conjunction with Muskegon Community College. Dr. Culler stated that in regard to the student portion of the funds, it would work just like the CARES and CRSSA money, where the student portion needs to go directly into the hands of the students. She deferred whether or not the institutional money could be used for mental health services to Vice President Wetzel and Mr. Fischer. Dr. Quartey noted that there are a couple of seminars coming up in terms of how the ARP money is to be used.

- C. 3. b. (1) 16. President Quartey summarized his reports to the Trustees, which he sends every other week. Currently 50 percent of classes in the fall will be face-to-face. That number is expected to grow. Ninety percent of the courses in the CTC area will be face-to-face. While COVID cases are going down national, they are going up in Michigan so we are proceeding cautiously.

CREED conversations and Women’s History Month activities continue. MI-Reconnect is ongoing. MCCC is third in the state for the percentage of individuals eligible. Ms. Dorcey and I are currently working on letters to all the churches in the county. This is the next big campaign following the millage and Futures for Frontliners. Dr. Quartey and Trustee Thayer attended an Michigan Community College Association (MCCA) meeting this past Friday, One of the expressions they heard from a man by the name of Craig Ryan of the Michigan Legislative Commission, the Legislature is divided and what’s happening in Lansing is a lot of “bickering and belly aching.” The 2021-22 budget for community colleges is going to be 2 percent.

In terms of the Open Meeting Act, tonight is the last time the Board can meet remotely. After March 31, we will be compelled to have all voting members of our Board involved in in-person meetings. We will have to meet face-to face in April. It

appears there is no will on the part of legislators to extend remote meetings beyond March 31. The group also discussed new CDC guidelines, MI-Reconnect, and we had a conversation with Lt. Governor Gilchrist, among other things.

Work continues earnestly on the update of the Strategic Plan as does work on the Strategic Enrollment Management Plan and the Diversity, Equity and inclusion Plan. Vaccinations continue on campus and many employees have been vaccinated. I have issued a statement supporting ACCT and condemning the racist attacks on Asian Americans.

Dr. Quartey mention that MCCC is working with State Representative Joe Bellino and his team to revise the “Dual Legislation on Across Borders.” Unfortunately it is too little too late. If we do not give the schools permission, it becomes another battle, which further mars our reputation. They will also want us to match the “price” of the out-of-state institution. This seems like a fix, it is not. It appears the damage is done and the relationships have already been destroyed. So unless we reach some compromise with these schools, independently of the legislation, the die is cast. This is not legislation we should accept cart blanc. Ms. Thayer believes we should quit working with Representative Bellino and his team and just drop it, and instead tell his office that we would like to be compensated in some form for the unintentional consequences the legislation has cause MCCC. This would be a slap in the face to both MCCC and our local institutions. This revised legislation will cause us more harm than good.

President Quartey and Trustee Thayer attended SEMCOG on March 18th. I had an interview with the Ralph Wilson, Jr. Foundation about possible funding for workforce development. I continue to keep the Board and campus updated with my daily emails. I have been sending these daily emails for over one year now and will stop once things normalize or when I am instructed to. The latest federal stimulus bill passed the House last week and there is other legislation, including some to do with tuition and statewide competitive scholarships.

Trustee Mason asked thoughts about our next meeting and its location? He suggested the Meyer Theater would allow plenty of room for social distancing. He is neither vaccinated nor does he have antibodies. He prefers a venue with more open air space than a confined area. Ms. Dowler reminded him that it would be about six weeks from whenever he gets his first shot before immunity kicks in.

Ms. Thayer reminded the group that only a majority of the voting members need to be present, the other could still join the meeting virtually. The staff and others do not have to attend in person, although they can if they want to. Ms. Buchanan prefers a minimum distance of six-feet. Many people still refuse to be vaccinated and we have to ensure we are all safe. There are too many unknowns with this virus. Dr. Quartey assured the Board that he would find space on campus where we can be at least 12 feet apart. We will not be able to meet at the Whitman Center because of space issues.

Ms. Thayer revisited the MCCA topic stating that everything is in flux at both the state and the federal level, which is very frustrating.

- C. 3. b. (2) 17. Kelly Heinzerling, Director of Purchasing and Auxiliary Services, updated the Board on the launch of the new MCCC Online Bookstore.

Ms. Heinzerling explained that over the last few years the price of textbooks has been steadily rising and less students using bookstore to get their materials. Students are looking for less expensive options; however, Internet sources are not always reliable place to get the correct materials. The new online bookstore will integrate with MCC’s current system using students’ specific schedule. This new system, eCampus, will launch during the summer of 2021.

eCampus will create and manage the new online bookstore. Students also have the option of choosing any type of pricing option. Additionally, there is a campus buyback guarantee program and students can see when those options are when purchasing their books. The on campus bookstore will remain open to assist students.

Dr. Quartey added that this does include Open Educational Resources (OERs) as well. Dr. Derek Roberts, Professor of Sociology, has been using OERs for some time. The challenge is that you cannot always find OERs for all courses.

Dr. Quartey and Ms. Thayer noted that in a discussion at an MCCA meeting, it was reported that 26 state community colleges have saved students over \$4 million.

Ms. Wetzel announced that she just received a notification that Lansing Community College just passed a tuition increase of 2.7 percent.

Ms. Heinzerling added that the new system uses Internet dynamic pricing. And select the lowest price available for students. While prices will still fluctuate, students should not be able to find a lower price anywhere for the same material. She commented that it took a tremendous amount of work to get faculty buy in for this project.

Ms. Dowler commented that students will acclimate quickly to this new system and that this was a huge step for them. She commended Ms. Heinzerling for her work. The Bookstore staff is the biggest advocate of the new online bookstore.

- C. 4. a. (1) 18. Suzanne Wetzel explained that typically the Board study meeting date is set for the end of May or beginning of June. She does not recommend combining it with the May Board meeting as makes for a long night. This year the budget is particularly difficult to build. She suggested that the Board might consider a day during the first week of June (the 1st through the 4th) that gives the administration three weeks to prepare the full presentation.

Ms. Dorsey will meet with Dr. Quartey and Ms. Wetzel, and then poll the Board and select a date.

- C. 4. b. (2) 19. The Board agreed by unanimous consent to wait until September to schedule the Board retreat. The retreat will stay on the Board agenda until it takes place. Ms. Dorsey will work with Ms. Dowler to schedule the retreat.

- C. 4. b. (3) 20. Chair Dowler reported that, for the record, there was an error on Board Governance two meeting ago and one of the elected officers has termed out. She appointed the following Officer Nomination Committee as follows:

Board Officer Nomination Committee:

Aaron N. Mason
Krista K. Lambrix
Steve Hill

The committee is charged bringing a nomination recommendation to the Board at the April Board meeting.

- C. 4. b. (5) 21. To date there have been no nominations received for College Supporter of the Year. Ms. Dorsey will send a history of nominations to the Board for their consideration.

- C. 4. b. (4) 22. Chair Dowler noted the upcoming events.

Dr. Behrens noted the Phi Theta Kappa event would take place on April 21st in the Meyer Theater rather than the Honors Reception, which has now been moved to an online format.

- C. 4. b. (5) 23. *It was moved by Ms. Thayer and supported by Ms. Lambrix that the meeting be adjourned.*

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steve Hill, Florence M. Buchanan, Krista K. Lambrix, and Lynette M. Dowler
No [0] None

The motion carried and the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

/prd

These minutes were approved at the April 24, 2021 regular meeting of the Board of Trustees.